



## REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES

**RFQ Title: Flathead County Adult Detention Center Needs Assessment**

**RFQ Response Due Date and Time:**  
8:30 A.M., Mountain Time / April 21, 2022

**Issue Date:**  
March 10, 2022

### ISSUING AGENCY INFORMATION

**Flathead County Commissioners' Office**  
800 South Main Street, Room 302, Kalispell, MT 59901

**Single Point of Contact (SPOC): Whitney Aschenwald: (406) 758-2467, waschenwald@flathead.mt.gov**  
**Website: <http://flathead.mt.gov/commissioner/>**

### INSTRUCTIONS TO FIRMS

**Return Sealed Statements to:**  
**Flathead County Commissioners' Office**  
800 South Main Street, Room 302  
Kalispell, MT 59901

**Mark Face of Envelope/Package with:**  
  
***RFQ Response-Adult Detention Center Needs Assessment***

**Special Instructions:**

### FIRMS MUST COMPLETE THE FOLLOWING

**Firm Name/Address:**

\_\_\_\_\_  
**(Name/Title)**

\_\_\_\_\_  
**(Signature)**

**Print name and title and sign in ink. By submitting a response to this RFQ, offeror acknowledges it understands and will comply with the RFQ specifications and requirements.**

**Type of Entity (e.g., corporation, LLC, etc.)**

**Phone Number:**

**E-mail Address:**

**FAX Number:**

**FIRMS MUST RETURN THIS COVER SHEET WITH RFQ RESPONSES**

## REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES

The Flathead County Board of Commissioners is requesting Statement of Qualifications from qualified criminal justice consulting firms that possess knowledge, skills, and experience in pre-architectural jail planning to provide consulting services to Flathead County, pursuant to the requirements of Section 18-8-201 *et seq.*, M.C.A. Services needed include development of a comprehensive adult detention center needs assessment. The assessment will include a detailed evaluation of the County's demographics, crime statistics, and population trends, a current and 20 year forecast for county correctional facility needs including size, bed count by type, and program and support spaces. The assessment will also include an evaluation of the existing correctional facility compared to current and forecasted demand, and develop options for meeting bed capacity projections. For each proposed option include a staffing analysis and financial analysis, including both construction and ongoing operational costs.

**RFQ Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:

Whitney Aschenwald, Flathead County Commissioners' Office  
800 South Main Street, Rm. 302, Kalispell, MT 59901  
(406) 758-2467, waschenwald@flathead.mt.gov

- Questions about this RFQ must be submitted via e-mail or in writing to the SPOC by **5:00 p.m., April 4, 2022**. No additional RFQ questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 p.m., **April 7, 2022** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>
- **Statements must be submitted to the SPOC no later than 8:30 a.m. on April 21, 2022.**
- **Six (6) copies** of the RFQ response statement must be submitted as well as **one (1) electronic disk or USB copy**.
- Please label outside of response package envelope as: ***RFQ Response-Adult Detention Center Needs Assessment***.
- Statements are scheduled for opening by the Board of Commissioners at **9:15 a.m., April 21, 2022** in the Commissioners' Chambers, located at 800 South Main Street, Kalispell, MT.
- The Notice of Award is intended for May 3, 2022.

### TARGET SCHEDULE OF EVENTS

EVENT	DATE
Deadline for Receipt of Written Questions on RFQ	April 4, 2022
RFQ Question Responses Posted on County Website	April 7, 2022
RFQ Statements Due to Commissioners' Office	April 21, 2022

## REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES

Intended Date for Contract Award

May 3, 2022

### BACKGROUND INFORMATION

Flathead County's Adult Detention Center was built in 1984 and is located within the Justice Center building at 920 South Main Street in Kalispell, MT. The detention center was originally built to house 67 inmates. Bed counts have increased over the years with multiple remodels, the addition of beds and by double bunking. The facility currently consists of the following units:

**Special Management**

3 housing units with shared dayrooms, 10 inmates (Max)

4 single cells, 4 inmates (Medical)

Total: 14

**Inmate Worker Housing/Incentive Unit**

Male Dorm- 12 inmates

Female Dorm- 12 inmates

Total: 24

**General Population**

4 Dorms- 50 inmates

2 housing units with shared dayroom, 8 inmates

3 housing units with mezzanine and shared dayroom, 38 inmates

Total: 96

Total: 134 inmates

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Average Daily Intake (ADI)	7.4	7.1	8.7	8.6	7.6	6.2	5.8	5.9	6.2	7.5	7.2
Average Daily Release (ADR)	7.3	7.2	8.7	8.6	7.6	6.2	5.8	5.9	6.1	7.5	7.2
Average Days Served (ADS)	10.6	9.5	9.4	9.5	13.9	14.6	15.7	14.5	12.9	11.4	10.0
Average Daily Population (ADP)	105.9	97.7	106.5	108.4	128.7	118.3	105.2	101.4	99.2	89.4	92.6
ADP - Felons	80.2	71.1	81.5	93.0	116.5	109.6	95.3	90.3	86.8	73.5	76.0
ADP - Sentenced Felons	35.1	38.6	40.7	44.8	58.9	58.3	52.5	52.9	49.0	39.5	39.3
ADP - Unsented Felons	45.1	32.4	40.8	48.2	57.6	51.3	42.8	37.4	37.8	33.7	36.7
ADP - Misdemeanants	25.7	26.6	25.1	15.4	12.2	8.7	9.9	11.1	12.4	15.9	16.5
ADP - Sentenced Misdemeanants	10.4	9.3	9.8	3.9	3.0	2.0	3.1	3.2	3.9	5.5	5.8
ADP - Unsented Misdemeanants	15.4	17.3	15.2	11.5	9.2	6.7	6.8	7.9	8.5	10.3	10.8
ADP - Males	89.3	81.3	83.6	88.4	99.5	92.0	88.8	85.5	82.0	74.8	80.0
ADP - Females	16.6	16.4	23.0	20.0	29.2	26.2	16.2	15.9	17.2	14.6	12.6

The current facility is linear in design and is on three levels which limits the ability of staff to effectively manage the inmate population. The bed configuration also makes it challenging for staff to properly separate inmates by classification type.

## REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES

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Due to the limitations with the existing facility and the continued population growth in the area, Flathead County is beginning to plan for a new detention facility. Flathead County is requesting Statement of Qualifications from firms with experience in pre-architectural jail planning to provide consulting services to Flathead County for the development of an adult detention center needs assessment.

### SCOPE OF WORK FOR CONSULTING SERVICES

The services to be provided will include development of a comprehensive adult detention center needs assessment.

The needs assessment should include the following:

- ☐ A detailed evaluation of Flathead County's demographics including population trends, economic conditions, substance abuse and addiction, mental health statistics, and crime rates, types, and trends;
- ☐ A current and 20 year forecast for Flathead County's correctional facility needs including total size, bed count by type, and program and support spaces;
- ☐ An evaluation of the existing detention center compared to current and forecasted demand;
- ☐ An estimated projection of when demand will exceed capacity in the existing facility;
- ☐ Options for meeting bed capacity projections;
- ☐ A staffing analysis for each proposed option based on the facility size, layout, and input from the Flathead County Sheriff's department. Compare the staffing analysis to Flathead County's current detention facility staffing levels;
- ☐ An operating budget for each proposed option based on the facility size, staffing analysis, and input from the Flathead County Sheriff's department;
- ☐ A construction budget for each proposed option.

### STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

#### **Statement Submittal:**

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFQ. Respondents should submit six full copies of their RFQ response statements and one electronic disk or USB copy to the single point of contact for this solicitation by **8:30 a.m., April 21, 2022**. **No late, faxed, or email statement submittals will be accepted.** Questions about the RFQ must be submitted via e-mail or in writing to the single point of contact on or before 5:00 p.m., April 4, 2022. A Response Addendum listing all questions received and Flathead County's responses will be posted by 5:00 p.m., April 7, 2022 on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>. It is the responsibility of each firm to check the website if it is interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFQ, including copyrighted material, is public information. Responses will be made available for public viewing and copying shortly after the statement due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFQ responses for interested parties to review during regular business hours at the County Commissioners Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFQ, one will be provided on a disk for a charge of \$1.00 per disk copy.

#### **Statement Content:**

Statements should demonstrate that the firm has the professional capability and availability to satisfactorily complete all the tasks as described in the Scope of Work section of this RFQ in a timely manner. If multiple firms team up to provide project consulting services, the following information should be provided for each firm. Responses should include:

- 1) Completed and signed RFQ cover sheet;
- 2) The firm's legal name, address, telephone number and principal contact e-mail address;
- 3) The experience and qualifications of the principal(s) of the firm;
- 4) The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- 5) A description of the firm's related prior experience, including detention facility forecasting, staffing analysis, preparing detention center construction estimates, and financial analysis experience;

## REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES

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- 6) A description of the firm's current work activities and how these will be coordinated with the project as well as the firm's anticipated availability during the term of the project;
- 7) If multiple firms plan to team together to provide consulting services, provide a detailed description of the activities each firm will be primarily responsible for;
- 8) The proposed work plan and scheduled timeline for activities to be performed;
- 9) A minimum of three references that are knowledgeable regarding the firm's recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number(s), contact e-mail address(s), and a brief description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for statement disqualification.)

### **Evaluation Criteria:**

Statements will be evaluated and scored according to the following factors:

- 1) Overall quality of the Statement of Qualifications – 25%
- 2) Related experience on similar projects – 30%
- 3) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 20%
- 4) The firm's capability to meet time and project requirements and the availability of personnel to respond and provide services in a timely manner– 15%
- 5) Consultant location – 5%
- 6) Recent or current work related to Flathead County – 5%

### **CONSULTING FIRM SELECTION PROCESS**

Upon receipt of responses, selection committee members will evaluate all responsive Statements of Qualifications and assign scores based on the stated evaluation criteria provided in this RFQ. Highest ranking firms may be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring statement. If interviews are conducted, finalists are encouraged to bring related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked firm. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

## REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES

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This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves consulting services, including demographic analysis, detention center forecasting, staffing analysis and construction estimates for a future Flathead County Adult Detention Facility and no future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide independent contractor's insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of workers' compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained, whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by the County to award and execute a contract. Upon a determination that such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all statements received in response to this RFQ;
- Waive any informalities or irregularities in the statements;
- Determine at any time whether a statement is unresponsive in any manner;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.

